

Office of Human Capital Peer Awards Program for 2008

Purpose	To establish an Office of Human Capital (OHC) Peer Awards Program as a means for OHC employees and support contractors to recognize their peers for outstanding achievement and/or contribution to the mission and goals of NASA/MSFC/OHC and in alignment with NASA Values.
Characteristics of the Program	The OHC Peer Awards Program will provide an incentive program that is simple; easily understood; fair, inclusive; and based on integrity.
Program Oversight	The Office of Human Capital, Training and Incentives Office, Awards Office, has program authority and oversight.
Background and Funding Allocation	<ul style="list-style-type: none"> ▶ The OHC Peer Awards Program supersedes the Customer and Employee Relations Directorate peer awards program, which was officially approved by the CaER Director on October 23, 2003. ▶ OHC peer awards will be presented at the September 10, 2008 OHC awards ceremony. ▶ The OHC Peer awards program is monetary for civil servants only. Support contractors will receive certificates only. (See Statutory Information on page 4.) Certificates will be presented at the ceremony; cash awards will be received on the pay date after the OHC awards ceremony.
Program Description	<p>The OHC Peer Awards Selection Panel will include last year's civil service winners and the Awards Office Personnel. These employees will select and award winners per the categories identified below. Two separate award types will be presented each year. Award citations for certificates will be based on the nomination write-ups received. Announcer will read award descriptions/citations and the OHC Director will present individuals their certificates:</p> <ul style="list-style-type: none"> ▶ AWARD CATEGORY I - CIVIL SERVICE EMPLOYEES <ul style="list-style-type: none"> • Four (4) "We Value" Awards -- Certificate and Cash Award – one each for: <ul style="list-style-type: none"> ▪ Safety ▪ Teamwork ▪ Integrity ▪ Mission Success • One (1) "Unsung Hero Award" – Certificate and Cash Award ▶ AWARD CATEGORY II - CONTRACTOR EMPLOYEES <ul style="list-style-type: none"> • Four (4) "We Value" Awards – Certificate only – one each for: <ul style="list-style-type: none"> ▪ Safety ▪ Teamwork ▪ Integrity ▪ Mission Success • One (1) "Unsung Hero Award" – Certificate only <p>Note: The OHC Peer Awards Program seeks to recognize at least 10 (ten) employees per year. However, if the selection panel does not receive enough qualified nominations, then the panel reserves the right to limit actual award recipients to the amount of qualified nominations received.</p> <ul style="list-style-type: none"> ▶ AWARD TYPES - <ul style="list-style-type: none"> • "We Value" Award – An award to recognize individuals for outstanding contribution and/or achievement to the mission and goals of NASA/MSFC/OHC and in alignment with the NASA Values during the previous calendar year. Two (2) winners will be chosen per value (e.g., one (1) Civil Service employee and one (1) Contractor Support employee) with a total of eight (8) winners per year. A "We Value" Award recipient cannot be a concurrent winner of an "Unsung Hero Award." <p>NOTE: Nominator(s) will indicate which Value he or she feels the nominee best exemplifies; however, the Selection Panel reserves the right to change the nomination category if the panel determines the contribution fits better in a different category.</p>



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	<ul style="list-style-type: none"> • “Unsung Hero Award” - An award to recognize individuals for outstanding contribution and/or achievement to the mission and goals and NASA Values, but who provide this support from a “behind-the-scenes” role. Contributions made by the nominee frequently exemplify <u>all</u> or a <u>majority</u> of the NASA Values combined. One (1) Civil Service employee and one (1) Contractor Support employee will be selected for a total of (2) two winners per year. An “Unsung Hero Award” recipient cannot be a concurrent winner of a “We Value” Award.
Implementation Timeline	<ul style="list-style-type: none"> ▶ July 15 – <ul style="list-style-type: none"> • Send invitation to all of OHC • Launch OHC Peer Awards information and nomination forms on OHC website • Forward notice to all OHC employees announcing the award program modification/implementation ▶ August 8 – Award Nomination Deadline ▶ August 15 – Copies of nominations and evaluation forms to Panel Members for individual review ▶ August 19 – Peer Award Panel meets offsite at MI/ETF @ S&RC to determine award winners for each category and type ▶ August 22 – Final package of all nominees and award winners (MSFC 507’s) submitted to the OHC Director for concurrence and signature ▶ August 29 – Certificates to Graphics for matting and framing (maximum of 10) ▶ September 5 – All framed certificates delivered to the Awards Office ▶ September 10 – Annual OHC Awards Ceremony
Rules/Guidelines	<p><u>Who is Eligible for the Award?</u></p> <ul style="list-style-type: none"> ▶ All OHC civil service and contractor employees, <u>except</u> manager/supervisors (CS/contractor) and the 2008 Selection Panel are eligible. ▶ Team leads are eligible. ▶ Nominees must be OHC employees or support contractors at time of nomination, and must have been an OHC employee or support contractor for at least 1 year. ▶ Individuals only (no groups). <p><u>Who Can Nominate Candidates?</u></p> <ul style="list-style-type: none"> ▶ Any OHC civil service or contractor employee, <u>except</u> managers/supervisors (CS/contractor), can nominate and/or be nominated. ▶ A nominator must <u>not</u> be in a contractor evaluation relationship with their nominee. <ul style="list-style-type: none"> • Civil service employees will not solicit nominations from contractor employees. All nominations must be absolutely voluntary. ▶ <u>Current</u> Selection Panel Members cannot nominate or be nominated (see list of ineligible names on page 4 below). ▶ Self-nominations are not allowed. <p><u>Nomination Submittal</u></p> <ul style="list-style-type: none"> ▶ OHC employees and support contractors can be a <u>winner of only one</u> of the two award types, either the We Value Award or the Unsung Hero Award. <ul style="list-style-type: none"> • However, <u>nominations</u> may be submitted for more than one Value and an Unsung Hero. • Since each NASA Value is unique, nominators may not nominate the same person for more than one (1) Value award using the same nomination (i.e., write-up). • The nomination write-up for the Unsung Hero must also be unique. ▶ All nominations must be for meaningful, specific accomplishments/contributions. <p><u>General</u></p> <ul style="list-style-type: none"> ▶ Selection Panel members will not discuss any aspect of the Peer Awards (i.e. nominees, contract information, panel deliberations, scores or the scoring process, etc.) with anyone outside of the Panel. ▶ Nominator information on the nomination forms is for Selection Panel use only:



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- As contact information for any questions about the nomination.
- To verify it is not a self-nomination.
- **Nominator information is kept strictly confidential and not communicated to anyone outside the Selection Panel. The only exception is if the OHC Director has a need to know for a specific reason.**
- **If a Selection Panel member is in a contractor evaluation relationship with a nominee, that panel member will excuse him/herself from reading/evaluating the nomination, and will not provide any input whatsoever on that nomination/nominee to the rest of the Panel.**
- ▶ Ideally, all nominations will be received by the award panel at least 1 week prior to the panel convening to review the nominations and select winners.
- ▶ Awardees selected by the awards panel are final and will not be changed by management except under unusual or extenuating circumstances.
- ▶ A final package of all nominees and award winners will be submitted to the Director, Office of Human Capital for concurrence and signature.
- ▶ Receipt of an OHC Peer Award will not preclude an individual from receiving other incentive awards.
- ▶ Winners will be determined by nomination content (write-ups).
 - Panel members will not use personal knowledge of any nominee as a basis for rating in the event a nomination has insufficient content or the panel member disagrees with the nomination.

Awardee Nomination and Selection Process

The OHC Peer Awards panel will select award winners based upon nominations received from OHC team members during the nomination period. The panel will vote to decide award recipients in each category and type, and winners will be determined by panel members. **All nominations will be submitted via the webform on the OHC website, no later than Friday August 1, 2008, at which time the webform will be closed.** The OHC homepage will provide detailed instructions regarding nominations.

Valid nominations will include the following information for each nominee:

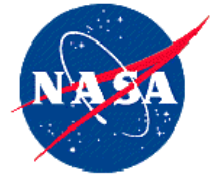
- ▶ Name of Individual Nominee (no group or self nominations will be accepted)
- ▶ OHC organizational unit assigned, or
- ▶ Company/firm name (where applicable)
- ▶ Nominator's written justification (100-300 words) that will generally answer the following questions:
 1. What specifically did the nominee do to be considered for an award?
 2. What challenges (if any) did the nominee encounter and overcome while accomplishing the task or behavior? How were the challenges overcome?
 3. How does the nominee's behavior epitomize the NASA Value(s)?
 4. What value does the nominee's behavior add to OHC, MSFC, or NASA? How does it tie into the NASA/MSFC/OHC mission and/or goals?
- ▶ Nominator's Name and Phone Number

Criteria Checklist for Employees Submitting Nominees

The following criteria are intended to provide guidance in identifying members of the OHC Team who best exemplify the NASA Values:

- ▶ **All nominations must be based on the mission and goals of the Agency/MSFC/OHC and in alignment with the NASA Values**
- ▶ **Nominations must be for accomplishment/contribution during the previous calendar year**
- ▶ Nominee consistently does what he/she commits to do
- ▶ Exceptional work habits and standards of quality
- ▶ Consistently exceeds customer expectations

Criteria continue on next page



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- ▶ Always reliable
- ▶ Presents a positive image of OHC
- ▶ Exhibits team spirit and fosters an environment of teamwork
- ▶ Motivates others
- ▶ Communicates effectively
- ▶ Consistently puts customer satisfaction first

Employees **INELIGIBLE** to Nominate or Be Nominated for 2008

Panel Members

- ▶ Susan Whitfield
- ▶ Jane McBay
- ▶ Paulette Davy

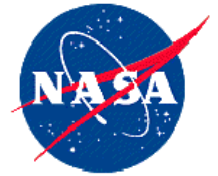
Supervisors/Managers

- ▶ Tereasa Washington
- ▶ Digna Carballosa
- ▶ James Andrews
- ▶ David Jeffreys
- ▶ Tammy Rowan
- ▶ Tricia Kennedy
- ▶ Danny Hightower
- ▶ Jackie Gorzynski (WTI)
- ▶ Joan Muhammad (DC)
- ▶ Tom Randolph (DC)

NOTE: Each year, the current-year's OHC civil service winners will serve as the next year's Selection Panel Members.

STATUTORY INFORMATION

Appropriated funds may not be used to fund awards for contractor employees. The **Government Employees Incentive Awards Act, 5 USC §4501-4507**, authorizes the use of appropriated funds to purchase items for the honorary recognition of civil servants. However, it does not authorize the use of appropriated funds for contractors.



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Criteria Checklist for Peer Awards Panel Evaluation of Nominees

The following criteria are to be used to provide guidance in identifying OHC team members who best exemplify the NASA Values. Each panel member's rating score for each nominee will be considered equally. Nominees receiving the highest score will receive the peer award for that particular category and type. In cases of tie scores, the panel will vote by ballot.

<p style="text-align: center;">Instructions:</p> <p>Each panel member will rate the nomination based upon the following scale, where (1) = low evidence of meeting criteria and (5) = high evidence of meeting the criteria.</p>					Nominee:
					Nominee's Department:
					Award Category <input type="checkbox"/> Civil Service <input type="checkbox"/> Contractor
					Award Type <input type="checkbox"/> We Value Award <input type="checkbox"/> Unsung Hero Award
					Nominator's Name:
					Nominator's Department:
Level of Evidence Found in Nomination Application					Criteria Elements Based solely upon the nomination application received.
Low	Average			High	
1	2	3	4	5	The nominee's accomplishments and contributions exhibited in the nomination package are based on the mission and goals of NASA, MSFC, and OHC and in alignment with the NASA Values.
1	2	3	4	5	Accomplishments and/or contributions occurred during the previous calendar year.
1	2	3	4	5	Nominee consistently does what he/she commits to do and is considered to be always reliable.
1	2	3	4	5	Nominee consistently displays exceptional work habits and standards of quality.
1	2	3	4	5	Nominee consistently exceeds customer expectations.
1	2	3	4	5	Nominee presents a positive image of OHC.
1	2	3	4	5	Nominee exhibits team spirit and fosters an environment of teamwork.
1	2	3	4	5	Nominee motivates others.
1	2	3	4	5	Nominee communicates effectively.
1	2	3	4	5	Nominee consistently puts customer satisfaction first.
					<p>TOTAL SCORE (Maximum score = 50 points)</p> <p>(NOTE: Category Winners must have an average score of 35 to win the award.)</p>
Panel Member's Name:					